

**SECTION 65-11 OF THE CODE OF THE
TOWN OF NEW HARTFORD ENTITLED
“INSPECTION AND CERTIFICATE OF COMPLETION”**

states as follows:

- 1) The architect or professional engineer whose seal and signature appear on the drawings for buildings or structures other than one or two-family dwellings, or his designated representative, shall be responsible for making periodic visits to the construction site to familiarize themselves with the progress and quality of the construction, and to determine, in general, if the construction is proceeding in accord with the drawings, specifications and addenda thereto, which have been approved by the Codes Department. They shall file reports with the Codes Department at regular intervals indicating the times of such visits, the status of the construction, and of any defects or discrepancies between the actual construction and the approved drawings and specifications affecting structural, fire, health or safety which they may observe. He shall advise the Codes Department when such discrepancies have been corrected.
- 2) The architect or engineer shall not be required to make exhaustive or continuous on-site inspections to check the construction. They shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction, nor shall they be responsible for the contractor's failure to carry out the construction in accord with the approved drawings and specifications.
- 3) Upon completion of the construction, the architect or engineer shall file a certificate of the completion with the Codes Department stating that, to the best of their knowledge, the building or structure has been completed in accord with the approved drawings, specifications and addenda thereto, insofar as structural, fire, health and life safety are concerned, or shall state any defects of which they are aware.

If the above regulations do not meet with the approval of the Codes Enforcement Officer, he may withhold the issuance of a Certificate of Occupancy until compliance is met.

THIS MUST BE COMPLETED AND SUBMITTED WITH APPLICATION AND PLANS:

TO: JOSEPH A. BOOTH
CODE ENFORCEMENT OFFICER
8635 CLINTON STREET
NEW HARTFORD, NEW YORK 13413

I, _____, a New York State Licensed

() Architect

() Professional Engineer

have been retained by the Owner or Developer to make periodic inspections and reports of the

Building (Type) _____

Location _____

At regular intervals according to Section 65-11 of the Code of the Town of New Hartford entitled, "Inspection and Certificate of Completion", in order to file a certificate of completion with the Codes Department, stating that, to the best of their knowledge, the building or structure has been completed in accord with the approved drawings, specifications and addenda thereto, insofar as structural, fire, health and life safety are concerned, or shall state any defects of which I am aware.

Signature of Architect or Engineer

Date: _____

Address: _____

Phone: _____

Sworn to before me

This _____ day of _____ 20__

Notary Public

County of _____

**THIS FORM MUST BE COMPLETED AND SUBMITTED
WITH PLANS AND APPLICATION FOR BUILDING PERMIT**

FOR REVIEW OF PLANS

DATE _____

PROJECT _____

LOCATION _____

ARCHITECT OR ENGINEER _____

ADDRESS _____

_____ ZIP _____ PHONE _____

COMPLETE THE FOLLOWING:

**REFER TO SECTIONS INDICATED IN NEW YORK STATE BUILDING
CONSTRUCTION CODE**

BC Chapter 3 CLASSIFICATION BY OCCUPANCY _____

BC Chapter 6 CLASSIFICATION BY CONSTRUCTION _____

HEIGHT & BUILDING AREA

ACTUAL BUILDING AREA SQUARE FEET _____

ALLOWABLE PER CODE – BC Chapter 5 SQUARE FEET _____

ACTUAL HEIGHT STORIES _____ SQUARE FEET _____

ALLOWABLE HEIGHT PER - BC Chapter 5 STORIES _____

AREA MODIFICATION PER BC Chapter 5
PLEASE SHOW CALCULATIONS

FRONTAGE BC

SPRINKLER BC

SPECIAL PROVISIONS BC

Project Name _____

Project Address _____

Project Design Professionals

Architect _____ ph _____

Structural Engineer _____ ph _____

Mechanical Engineer _____ ph _____

Electrical Engineer _____ ph _____

Fire Protection Engineer _____ ph _____

Civil Engineer _____ ph _____

Design Professional in charge of submitting certifying deferred submissions

_____ ph _____

Project Contractors

General Contractor _____

Plumbing Contractor _____

Electrical Contractor _____

HVAC Contractor _____

Fire Protection Contractor _____

Fire Alarm System Contractor _____

Person responsible to verify the completion of all approved Planning Board site plan features and contacting the Town of New Hartford for a final site plan verification inspection.
